



STATE OF WASHINGTON  
**GAMBLING COMMISSION**

*P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • TDD (360) 486-3637 • FAX (360) 486-3631*

**BINGO RECORDS – CLASS A, B AND C**

Dear Bingo Licensee:

This packet contains the information required to operate a Class A, B, or C bingo game. It also contains a suggested format for recording each session's activity.

Your low volume bingo class is exempt from daily records as long you comply with WAC 230-08-015, which requires that monthly records be kept. These monthly records must detail your gross receipts, the total amount of cash prizes paid and the cost of all merchandise prizes actually paid out. It must also contain a summary of all expenses directly related to the bingo game and information concerning the use of any net income derived. You will be required to report this information on an annual activity report form, which will be mailed to you two weeks prior to the end of your license year.

All gambling records must be kept for a period of three years.

While there is no daily record keeping format required for your class of bingo, enclosed is a recommended format which many bingo operators have found to be helpful in collecting each session's data in order to prepare the required monthly records. You may revise any of the documents to accommodate your bingo game format.

If you have further questions, please contact the Gambling Commission regional office in your area.

Everett ..... (425) 339-1728, Ext. 221

Spokane..... (509) 329-3666, Ext. 228

Tacoma ..... (253) 471-5312, Ext. 221

Headquarters Office – Lacey (360) 486-3440 or 1-800-345-2529

# MANDATORY BINGO LICENSEE TRAINING – CLASS A, B, & C

## General Rules

WAC 230-04-210 WAC 230-04-260	Make sure your organization does not exceed the annual gross receipts for your license class,
WAC 230-04-310	No change of name may be made without advance notice to the Commission.
WAC 230-04-320 WAC 230-04-192	No change of location may be made without written consent.
WAC 230-04-330	You must notify the Commission within 30 days of changes in management (change of officers annually).
WAC 230-04-450	Gambling license must be current and prominently displayed where the participants can see it.
WAC 230-12-010	Your premises, and all of your records and devices are subject to Commission/local law enforcement inspection.
WAC 230-12-030 WAC 230-12-040	Liquor and firearms cannot be awarded as prizes in bingo games.
WAC 230-12-045	Authorized gambling promotions.
WAC 230-12-050	You may not offer credit, provide gifts, or make loans to players (this includes NSF checks).
WAC 230-12-080	Current Commission rules must be available to your staff and the public during all periods bingo is conducted.
WAC 230-12-090	Required problem Gambling information disclosure.
WAC 230-12-310	Civil and criminal suits against, or filed by, your organization and officers must be reported to the Commission, with several exceptions.
WAC 230-08-1 00	Political contributions must be reported to the Commission.
WAC 230-20-050 WAC 230-20-055 WAC 230-20-110	Bingo proceeds must be used for those purposes listed in your bylaws and articles. Payments to specific individuals require prior approval if not denoted in your license application.
WAC 230-20-090 WAC 230-20-110	Wages and rent are reasonable and not based upon a percentage of the bingo receipts.
WAC 230-20-059	All Bingo operators must maintain a positive cash flow for their bingo operation.

## Operational Rules

- WAC 230-20-010 Before players buy their cards, you must disclose house rules, costs to participate and prizes available. Disclosure means prominently displayed. Also, any advertisements must disclose all contingencies which may change the prizes being offered.
- WAC 230-20-070 Only members and employees are allowed to manage or work in your bingo game.
- Employees can work in more than one game as long as the Commission is notified.
- Managers can work in other A, B, or C games as long as they are strictly volunteer. **NOTE:** There is no requirement that managers be licensed in Class A, B or C bingo games.
- Employees of A, B, or C games may be compensated for work in Class D or above games.
- WAC 230-20-130 If bingo is conducted on a business premises, then the game must be separated (in another room) from the retail premises, i.e., a restaurant.
- WAC 230-20-170 Your bingo premises cannot be used for bingo between 2:00 A.M. and 6:00 A.M.
- WAC 230-20-210 All bingo workers must be 18 years or older. Players under the age of 18 must be accompanied by immediate family or legal guardian.
- WAC 230-20-220 Paid bingo employees cannot play bingo where they work. Volunteer workers may play bingo during the same occasion they work.
- WAC 230-20-242 Drawings, good neighbor games, and second element of chance schemes are allowed with certain restrictions.
- WAC 230-20-240 When playing bingo the following is required: Bingo balls must be randomly selected (a bingo blower is not required);
- Seventy five equally weighted and properly numbered bingo balls must be used;
- A flashboard is not required;
- Bingo cards must be pre-printed, manufactured cards with 25 spaces and 5 even columns; and Mark-your-own cards are allowed with certain specifications.

- WAC 230-20-246 Cards must be sold or given out immediately preceding the session in which they are played;
- Except for Bonanza games, cards must be sold and paid for or given to players prior to the start of bingo games;
- Except for disabled players, no cards may be reserved;
- The caller must display the called bingo balls to the players;
- Each ball must be called before drawing another ball;
- No bingo prize may be determined other than by the matching of cards to called bingo balls;
- Winning bingo cards must be verified by a neutral player;
- If you have a bingo blower and shut it off when verifying a bingo, you must hold the next ball pending winner verification;
- All prizes won must be awarded by the end of each session;
- All merchandise prizes must be paid for or be under a purchase contract prior to being offered as prizes.
- WAC 230-20-010 If you have or may have duplicate cards, you must post a notice that duplicate cards are in play.

### **Records and Report Rules**

- WAC 230 20-010 You must maintain your accounting records for three years following the end of your fiscal year.
- WAC 230 08-015 You are only required to maintain gambling information by month for gross gambling receipts, prizes paid (both cash and merchandise), related expenses and net income.
- WAC 230-08-125 Your organization must complete an Annual Activity Report, which will be furnished by the Commission- On this report you must record gross gambling receipts, net receipts, prizes paid (both cash and merchandise), related expenses and net income.

### **Banking Requirements**

- WAC 230 12 020 If your organization holds only a Class A, B, or C Bingo license, A, B, C, or D raffle license or A, B, or C Amusement Game license, you do not have to maintain a separate gambling receipts account.
- Otherwise, you must maintain a separate gambling receipts account and deposit bingo funds to this account within two banking days following the bingo session.

# BINGO

## EXCEPTIONS AND RULES FOR LOWER VOLUME LICENSEES

<u>LICENSE CLASS</u>	<u>WAC</u>
A, B & C LICENSEE MAY SUBMIT SIMPLIFIED APPLICATION FORM	230-04-065
A, B & C REDUCED RECORD KEEPING REQUIREMENTS. MAINTAIN MONTHLY TOTAL'S FOR GROSS RECEIPTS PRIZE, PAID EXPENSES AND NET INCOME	230-08-015
A, B & C EXEMPT FROM DOUBLE ENTRY ACCOUNTING	230-08-095
A, B & C VOLUNTEERS, PAID EMPLOYEES INCLUDING MANAGERS FOR AN A, B OR C BINGO MAY WORK AT ANOTHER A, B, OR C LICENSED GAME AS NON-PAID WORKERS. WRITTEN NOTICE TO THE COMMISSION AND LOCAL LAW ENFORCEMENT REQUIRED.	230-20 070
A, B & C EXEMPT FROM RECEIPTING FOR INCOME ON DAILY BASIS.	230-20-101
A, B & C EXEMPT FROM TICKET LOGS, DISPOSABLE CARD RECEIPTING AND PRIZE RECEIPTS.	230-20 101 230-20-102
A, B & C MAY PROVIDE FOR FREE FOOD AND DRINK.	230-20-120
A, B & C EXEMPT FROM SEPARATE GAMBLING BANK ACCOUNT WHEN NO OTHER GAMBLING LICENSE IS HELD.	230-12-020
A, B & C EXPENDITURES ALLOWED BEFORE DEPOSIT.	230-12-020
A, B & C NO TIME LIMIT BEFORE DEPOSIT.	230-12-020
A, B & C NO VALIDATED DEPOSIT SLIP REQUIRED.	230-12-020
A, B & C MAY ALLOW UNPAID WORKERS TO PARTICIPATE IN GAME AS PLAYER, DURING THE SESSION THEY WORK.	230-20-220
A, B & C EXEMPT FROM USE OF BINGO BLOWER AND FLASH BOARD.	230-20-240
A, B & C EXEMPT FROM LAW ENFORCEMENT NOTICE.	230-20-400
A, B & C EXEMPT FROM DAILY RECORDS IF LICENSEE COMPLIES WITH 230-08-015 (I)-(3) RECORDS MUST BE MAINTAINED ON A MONTHLY BASIS.	230-20-400
A, B & C EXEMPT FROM QUARTERLY REPORTS IF LICENSEE COMPLIES WITH 230-08-015(4).	230-20-400
A, B & C EXEMPT FROM LICENSED MANAGER ON PREMISES.	230-20-065
A, B & C ONLY ANNUAL ACTIVITY REPORTS REQUIRED.	230-08-125

# **BINGO RECORDS**

## **SUMMARY OF FORMS AND THEIR FUNCTIONS**

**GC2-118k Inventory Control Record (Disposable Receipting Method)**

Use to record purchase information for all disposable cards used in Class D and E games. Class F and above will only use for cards which are not being sold through the cash register (i.e. floor sales). As series are put into play, the information will be recorded on form GC2-118b. Disposable cards being sold through the cash register at a Class F or above game will be recorded using the Combination Receipting Method (See GC2-118j)

**GC2-118b Bingo Session Summary (Throwaway Receipting/Record)**

Records the number of disposable cards issued during a particular session when the card represents a receipt for payment, that is, when no cash register receipt or ticket was issued.

**GC2-172 Daily Bingo Record Call Sheet**

Sample of Cash Receipt and Cash Disbursement Journal.

**GC2-118f Prize Receipting Record (Two pages)**

A summary of the prizes award, including "on the way" games, for a bingo session. The first page details regular games. The second page details any special games and check / merchandise prizes.

**GC2-118a Bingo Session Summary (Cash Control Record)**

Reconciliation of the income and prize receipting records to the actual cash collected during the session. This form is the last one to be completed. It uses data from the rest of the summary sheets listed above. Instructions are included on the back of the forms for assistance. Class F and larger games will use all the columns. Class D and E are not required to use the first two columns unless they choose to use the combination receipting method.

**GC2-118d Ticket Receipting**

May be used for games up to Class E or to record bonus games for Class F and above. Is also used to record beginning and ending numbers used to determine the number of tickets issued.

**GC2-118i Bingo Ticket Log**

May be used for Class E and below games. (Class F and above may use for bonus games with combination receipting.) Will record purchases of tickets used for receipting.

## DISPOSABLE BINGO CARD/PACKET INVENTORY CONTROL RECORD

Disposable Receipting Method

Licensee \_\_\_\_\_ Date of First Entry \_\_\_\_\_.

[illegible]

**NOTE:** THIS FORM WILL BE USED TO RECORD ALL DISPOSABLE BINGO CARDS PURCHASED BY A LICENSEE EXCEPT THOSE PLANNED TO BE SOLD USING THE COMBINATION RECEIPTING METHOD REQUIRED BY WAC 230-20-101(5). THESE CARDS WILL BE RECORDED ON FORM GC2-118J.

(1) IF PACKETS, RECORD THE SERIAL NUMBER AND COLOR OF THE TOP SHEET.

# DISPOSABLE BINGO CARD/PACKET

## INVENTORY CONTROL RECORD

(Disposable Receipting Method)

Sample Inventory Record

Licensee Our Game

Date of First Entry 1/2/20xx

WSGC ID NUMBER	SERIAL NUMBER (1)	DESCRIPTION				TOTAL # OF SHEETS OR PACKETS	PURCHASE INVOICE		ENTERED BY: INITIALS	FIRST TIME IN PLAY		
		COLOR / BORDER PATTERN (1)	SERIES	TYPE OF CARD PACKET			NUMBER	DATE		DATE	SESSION	VALUE
1263192	01123	Green	1-9K	15	6	1500	C-0110	1/2/xx	SN	1/13/xx	A.M.	\$10
1263193	26931	Blue	18-27K	15	6	1500				1/20/xx	P.M.	\$10
1263194	22105	Orange	27-36K	15	6	1500						
1263195	36007	White	1-9K	15	6	1500						
1263196	15493	Grey	1-9K	15	6	1500	↓	↓	↓			
1267635	22163	Green	18-27K	1	3	3000	C-1161	1/15/xx	SBL	1/21/xx	P.M.	\$1.00
1267636	31941	Yellow	1-9K	5	3	3000				1/24/xx	P.M.	\$1.00
1267637	31949	Green	1-9K	1	3	3000				1/25/xx	P.M.	\$2.00
1267638	26119	Pink	18-27K	1	3	3000				1/25/xx	A.M.	\$2.00
1267639	00312	Orange	1-9K	1	3	3000	↓	↓	↓			
1271190	01611	Grey	1-9K	10	6	1500	C-1162	1/15/xx	SN			
1249956	101011	Blue	1-9K	6	1	9000	↓	↓		1/31/xx	A.M.	\$4.00
1379656	65541	Orange	1-9K	1	1	9000	C-1211	1/30/xx	↓	1/31/xx	A.M.	\$1.00

**NOTE:** THIS FORM WILL BE USED TO RECORD ALL DISPOSABLE BINGO CARDS PURCHASED BY A LICENSEE EXCEPT THOSE PLANNED TO BE SOLD USING THE COMBINATION RECEIPTING METHOD REQUIRED BY WAC 230-20-101(5). THESE CARDS WILL BE RECORDED ON FORM GC2-118J.

(1) IF PACKETS, RECORD THE SERIAL NUMBER AND COLOR OF THE TOP SHEET.



# BINGO SESSION SUMMARY -- THROWAWAY RECEIPTING -- RECORD

Licensee's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Session: \_\_\_\_\_

Game: \_\_\_\_\_

No. of Cards Per Sheet: \_\_\_\_\_ No. of Sheets Per Packet: \_\_\_\_\_

Skips Between Sheet Numbers (1) \_\_\_\_\_

SERIAL NO. ....

COLOR/BORDER PATTERN .....

ENDING NO. SOLD (2) .....

- BEGINNING NO. SOLD .....

+ PREVIOUS SESSION RETURNS (3) .....

+ ADD 1 .....

= NO. ISSUED .....

- NO. RETURNED (3) .....

- NO. MISSING (4) .....

= NO. SOLD .....

x DOLLAR VALUE EACH (5) .....

= GROSS GAMBLING RECEIPTS (6) .....

+1	+1	+1

**TOTAL**

(6)

Notation Only: Actual Cash Collected ..... (7)

Cash Over/(Short).....

Game: \_\_\_\_\_

No. of Cards Per Sheet: \_\_\_\_\_ No. of Sheets Per Packet: \_\_\_\_\_

Skips Between Sheet Numbers (1) \_\_\_\_\_

SERIAL NO. ....

COLOR/BORDER PATTERN .....

ENDING NO. SOLD (2) .....

- BEGINNING NO. SOLD .....

+ PREVIOUS SESSION RETURNS (3) .....

+ ADD 1 .....

= NO. ISSUED .....

- NO. RETURNED (3) .....

- NO. MISSING (4) .....

= NO. SOLD .....

x DOLLAR VALUE EACH (5) .....

= GROSS GAMBLING RECEIPTS (6) .....

+1	+1	+1

**TOTAL**

(6)

Notation Only: Actual Cash Collected ..... (7)

Cash Over/(Short).....

## FOOTNOTES:

- (1) If packets, record the difference between the top sheet and the second sheet of each packet. If the skip is not uniform between sheets, each series must be recorded.
- (2) The ending number sold is the last throwaway sold to a customer, **not** the next number in the series.
- (3) All unsold or returned sheets or packets in any series, which are numbered below the highest number issued, must be sold the next session the series is used or retained with the session records.
- (4) Adjustment for any missing sheets or packets must agree with manufacturers packing record.
- (5) All disposable cards in the same series must be sold for the same price.
- (6) Enter this amount in the "gross receipts per receipting rec." column of the "Bingo Session Summary -- Cash Control" record.
- (7) This line is for your convenience only. **Do not** use this amount as your gross receipts. See (6).

# BINGO SESSION SUMMARY -- THROWAWAY RECEIPTING -- RECORD

## Example Form

Licensee's Name: Our Game Date: 1-25-XX Session: Evening  
 Game: Early Bird  
 No. of Cards Per Sheet: 3 No. of Sheets Per Packet: 5

Skips Between Sheet Numbers (1) \_\_\_\_\_

SERIAL NO. ....

COLOR/BORDER PATTERN .....

ENDING NO. SOLD (2) .....

- BEGINNING NO. SOLD .....

+ PREVIOUS SESSION RETURNS (3) .....

+ ADD 1 .....

= NO. ISSUED .....

- NO. RETURNED (3) .....

- NO. MISSING (4) .....

= NO. SOLD .....

x DOLLAR VALUE EACH (5) .....

= GROSS GAMBLING RECEIPTS (6) .....

31941			
Yellow			
1000649			
1000350			
-0-			
+1	+1	+1	
75			
--			
--			
300			
0.25			
75.00			<b>TOTAL</b>
			75.00 (6)

Notation Only: Actual Cash Collected ..... 75.00 (7)  
 Cash Over/(Short)..... -0-

Game: Special 1

No. of Cards Per Sheet: 3 No. of Sheets Per Packet: 1

Skips Between Sheet Numbers (1) \_\_\_\_\_

SERIAL NO. ....

COLOR/BORDER PATTERN .....

ENDING NO. SOLD (2) .....

- BEGINNING NO. SOLD .....

+ PREVIOUS SESSION RETURNS (3) .....

+ ADD 1 .....

= NO. ISSUED .....

- NO. RETURNED (3) .....

- NO. MISSING (4) .....

= NO. SOLD .....

x DOLLAR VALUE EACH (5) .....

= GROSS GAMBLING RECEIPTS (6) .....

31941			
Green			
00225			
00100			
+1	+1	+1	
226			
226			
1.00			
226			<b>TOTAL</b>
			226 (6)

Notation Only: Actual Cash Collected .....  
 Cash Over/(Short).....

## FOOTNOTES:

- (1) If packets, record the difference between the top sheet and the second sheet of each packet. If the skip is not uniform between sheets, each series must be recorded.
- (2) The ending number sold is the last throwaway sold to a customer, **not** the next number in the series.
- (3) All unsold or returned sheets or packets in any series, which are numbered below the highest number issued, must be sold the next session the series is used or retained with the session records.
- (4) Adjustment for any missing sheets or packets must agree with manufacturers packing record.
- (5) All disposable cards in the same series must be sold for the same price.
- (6) Enter this amount in the "gross receipts per receipting rec." column of the "Bingo Session Summary -- Cash Control" record.
- (7) This line is for your convenience only. **Do not** use this amount as your gross receipts. See (6).

**INSTRUCTIONS FOR GAMES OFFERING PRIZES OVER \$200  
AND  
GAME SCHEDULE FORMAT RETENTION  
(WAC 230-08-080 (6)(7)(8))**

In addition to the other game information required, the detailed daily record for Class D and above must include the following information.

1. For all bingo numbers selected and called during each game that **offers** a prize that exceeds \$200: the numbers or symbols shall be recorded in the elected sequence on a call sheet. A sample of the call sheet is provided on the next page.
  - a. A computer generated call sheet may be used in lieu of a annual record if a print-out of the results is made.
  - b. A video recording of the game may be maintained in lieu of a call sheet but only if the director of the Gambling Commission has approved the use the video recording equipment. If approval has been granted, the following provisions apply.
    - (1) Each session must be recorded on a separate tape.
    - (2) Tapes must be labeled to allow the identity of a specific session.
    - (3) The quality of the recording must allows an observer to note all details of numbers or symbols selected.
    - (4) The recording must include the audio portion of the game generated by the caller.
    - (5) The video recorder has a tape position indicator function and the approximate tape position is recorded for each game for which a prize of greater than \$200 is awarded.
    - (6) The time and date of the game are an integral part of the recording and must be displayed in conjunction with the events being recorded.
    - (7) The number of the game is recorded at the start of each game.
    - (8) The tapes are maintained for at least six months.
2. The winning card or face number(s) for each individual prize awarded that exceeds \$200 must be recorded, PROVIDED, that if a game is played using disposable cards, the winning card or sheet of cards may be retained in lieu of the card numbers.
3. A copy of the schedule of the games to be played and prizes available for the session must be retained: PROVIDED, that if the record is annotated with the effective dates of each game schedule, it may be maintained separately and updated only when a change occurs. Any changes to the advertised and Printed game and prize schedule that occur during a session must be noted in the session records and verified by the signature of the bingo manager supervising the session and another bingo worker on duty during the session.

**ALL RECORDS MUST BE KEPT FOR THREE YEARS.**

# DAILY BINGO RECORD CALL SHEET

Date: \_\_\_\_\_

Licensee: \_\_\_\_\_ Session: \_\_\_\_\_

Game #: _____			Game #: _____			Game #: _____		
Pattern: _____			Pattern: _____			Pattern: _____		
Recorder: _____			Recorder: _____			Recorder: _____		
1	26	51	1	26	51	1	26	51
2	27	52	2	27	52	2	27	52
3	28	53	3	28	53	3	28	53
4	29	54	4	29	54	4	29	54
5	30	55	5	30	55	5	30	55
6	31	56	6	31	56	6	31	56
7	32	57	7	32	57	7	32	57
8	33	58	8	33	58	8	33	58
9	34	59	9	34	59	9	34	59
10	35	60	10	35	60	10	35	60
11	36	61	11	36	61	11	36	61
12	37	62	12	37	62	12	37	62
13	38	63	13	38	63	13	38	63
14	39	64	14	39	64	14	39	64
15	40	65	15	40	65	15	40	65
16	41	66	16	41	66	16	41	66
17	42	67	17	42	67	17	42	67
18	43	68	18	43	68	18	43	68
19	44	69	19	44	69	19	44	69
20	45	70	20	45	70	20	45	70
21	46	71	21	46	71	21	46	71
22	47	72	22	47	72	22	47	72
23	48	73	23	48	73	23	48	73
24	49	74	24	49	74	24	49	74
25	50	75	25	50	75	25	50	75

**BINGO PRIZE RECEIPT EXAMPLE AND INSTRUCTIONS**  
(See WAC 230-08-080 and 230-20-102)

<p align="center">No. 12345</p> <p align="center">Our Game 768 Eight Ball Lane Somewhere, WA 989898</p> <p><b>Date:</b> <u>1/25/xx</u>      <b>Prize \$</b> <u>100</u>  <b>Game No.</b> <u>5</u>      <b>Check #</b> <u>2417</u></p> <p><b>Description of Merch.</b></p> <hr/> <p><b>Prize Winner Info:</b>    <b>Name</b>    <u>Sara Doe</u>  <b>Address:</b> <u>151 Smokey Lane</u>      <u>Nowhere, WA 989899</u>  <b>Cashier Intials</b> <u>CEL</u>      <b>Payout employee:</b> <u>DDR</u>  Original (Customer Copy)</p>	<p align="center">No. 12345</p> <p align="center">Our Game 768 Eight Ball Lane Somewhere, WA 989898</p> <p><b>Date:</b> <u>1/25/xx</u>      <b>Prize \$</b> <u>100</u>  <b>GameNo.</b> <u>5</u>      <b>Check #</b> <u>2417</u></p> <p><b>Description of Merch.</b></p> <hr/> <p><b>Prize Winner Info:</b>    <b>Name</b>    <u>Sara Doe</u>  <b>Address:</b> <u>151 Smokey Lane</u>      <u>Nowhere, WA 989899</u>  <b>Cashier Intials</b> <u>CEL</u>      <b>Payout employee:</b> <u>DDR</u>  Duplicate Copy (Hall)</p>
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**INSTRUCTIONS:**

Each winner will be required to provide proof that they have purchased the winning bingo card. Once the receipting method is verified, the prize winner will be positively identified to the licensee. If the licensee requests proof of identify and the winner refuses to provide it, the prize may be withheld until adequate identification has been provided. Once the winner has been established and properly identified, a prize receipt will be issued.

All receipts will meet the following specifications.

1. They must be printed by a commercial printer on two-part, self-duplicating paper.
2. They must be consecutively numbered and issued as follows.
  - a. Class "E" and smaller?  
The numbers must not repeat in 10,000 occurrences.
  - b. Class "F" and larger?  
The numbers do not repeat in 100,000 occurrences and receipt must have name of licensee on the receipt.
3. The receipt must contain the following information.
  - a. The date of the game.
  - b. The game number.
  - c. The (true) name and address of the winner.
    - (1) The address may be omitted if the licensee follows a procedure which requires prizes over \$300 to be paid by check or a combination of cash and check. The checks must be of a duplicate style, must drawn on the gambling account, and payable only to the winner. The check may not be cashed on the licensee's premises. For details on this method, see WAC 230-20-102(1)(c).
  - d. A description of any non-cash prize.
  - e. The dollar amount of a cash prize or the cost of the merchandise prize(s).
  - f. The check number, if any portion of the prize is paid by check.
  - g. The initials of the worker making the pay out.
  - h. The initials of the cashier making the payment.
4. The player is given the original and the duplicate is retained by the licensee. NOTE: DO NOT change the receipt after the copies have been separated. If you make an error, retrieve both copies, void them and retain them with your session records. Issue a new receipt. If you cannot retrieve the receipt, document the problem.
5. ANY UNUSED RECEIPTS BELOW THE HIGHEST NUMBER ISSUED SHALL BE VOIDED AND RETAINED WITH THE DAILY RECORDS.
6. Prize receipts will be documented on a vendor's invoice which will be retained on the premises. The invoice will contain the following information.
  - a. The name of the vendor.
  - b. The name of the purchasing organization.
  - c. The date of the purchase.
  - d. The number of receipts purchased
  - e. The beginning and ending receipt number.
7. For any single prize over \$1,200, a complete address and taxpayer identification (social security) number should be recorded either on the prize receipt or on another document. NOTE: The Internal Revenue Service (I.R.S.) will require a W-2G form be prepared. Contact that agency for specifics.

## Page 1 of 2

14

# BINGO SESSION SUMMARY PRIZE RECEIPTING RECORD

Page 2 of 2

LICENSEE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ SESSION: \_\_\_\_\_

## SPECIAL GAMES:

		REGULAR PRIZES		BONUS PRIZES		MERCHANDISE / CHECK PAYOUT (3)
GAME NUMBER	GAME DESCRIPTION (1)	NO. OF WINNERS	PRIZE AMOUNT (2)	NO. OF WINNERS	PRIZE AMOUNT (2)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL FOR GAME			(2)		(2)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL FOR GAME			(2)		(2)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL FOR GAME			(2)		(2)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL FOR GAME			(2)		(2)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL FOR GAME			(2)		(2)	

## SUMMARY OF MERCHANDISE / CHECK PRIZES (3):

GAME NUMBER	DESCRIPTION OF PRIZE / CHECK NUMBER	COST / AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		(3)

## FOOTNOTES:

- (1) EACH GAME, INCLUDING "ON THE WAY" GAMES, IN WHICH A PRIZE IS AWARDED MUST BE ENTERED ON ITS OWN LINE. FOR EXAMPLE, "PROGRESSIVE BLACKOUT", "BONANZA", "4 CORNERS", "LETTER X", ETC.
- (2) THE TOTALS OF THESE COLUMNS ARE TRANSFERRED TO THE "LESS: PRIZE PAYOUTS" COLUMN FOR EACH TYPE OF SALE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.
- (3) ALL PAYOUTS MADE BY CHECK AND MERCHANDISE PRIZES MUST BE IDENTIFIED (I.E., \*, (#), \$) AND A DESCRIPTION NOTED FOR EACH MERCHANDISE PRIZE AWARDED. THE TOTAL COST / AMOUNT OF THESE TYPE PRIZES MUST BE INCLUDED IN BOTH THE "LESS: PRIZE PAYOUTS" COLUMN AND THE "ADD: CHECK AND MERCHANDISE PRIZES" LINE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

## Page 1 of 2

LICENSEE'S NAME: Our Game DATE: 1/25/XX SESSION: Evening



Example Form

# BINGO SESSION SUMMARY PRIZE RECEIPTING RECORD

Page 2 of 2

LICENSEE'S NAME: Our Game DATE: 1-25-XX SESSION: Evening

**SPECIAL GAMES:**

GAME NUMBER	GAME DESCRIPTION (1)	REGULAR PRIZES		BONUS PRIZES		MERCHANDISE / CHECK PAYOUT (3)
		NO. OF WINNERS	PRIZE AMOUNT (2)	NO. OF WINNERS	PRIZE AMOUNT (2)	
7-A	Small Picture Frame		26.00			
7-B	Large Picture Frame		51.00			
7-C	Blackout					
7-D	Consolation	1	75.00			
	<b>TOTAL FOR GAME</b>		152.00 (2)		(2)	
14-A	4 Corners	2/13.00	26.00			
14-B	Block of 9	2/38.00	76.00			
14-C	Blackout					
	Consoation	1	100.00			
	<b>TOTAL FOR GAME</b>		202.00 (2)		(2)	
	<b>TOTAL FOR GAME</b>		(2)		(2)	
	<b>TOTAL FOR GAME</b>		(2)		(2)	

**SUMMARY OF MERCHANDISE / CHECK PRIZES (3):**

GAME NUMBER	DESCRIPTION OF PRIZE / CHECK NUMBER	COST / AMOUNT
14-C	Microwave Oven	\$100.00
	<b>TOTAL</b>	\$100.00 (3)

**FOOTNOTES:**

- (1) EACH GAME, INCLUDING "ON THE WAY" GAMES, IN WHICH A PRIZE IS AWARDED MUST BE ENTERED ON ITS OWN LINE. FOR EXAMPLE, "PROGRESSIVE BLACKOUT", "BONANZA", "4 CORNERS", "LETTER X", ETC.
- (2) THE TOTALS OF THESE COLUMNS ARE TRANSFERRED TO THE "LESS: PRIZE PAYOUTS" COLUMN FOR EACH TYPE OF SALE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.
- (3) ALL PAYOUTS MADE BY CHECK AND MERCHANDISE PRIZES MUST BE IDENTIFIED (I.E., \*, (#), \$) AND A DESCRIPTION NOTED FOR EACH MERCHANDISE PRIZE AWARDED. THE TOTAL COST / AMOUNT OF THESE TYPE PRIZES MUST BE INCLUDED IN BOTH THE "LESS: PRIZE PAYOUTS" COLUMN AND THE "ADD: CHECK AND MERCHANDISE PRIZES" LINE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

# WASHINGTON STATE GAMBLING COMMISSION

A – C FORMAT

## BINGO SESSION SUMMARY -- CASH CONTROL RECORD

LICENSEE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SESSION: \_\_\_\_\_ ATTENDANCE: \_\_\_\_\_ TIME ATTENDANCE TAKEN: \_\_\_\_\_

TYPE OF SALE (1):	GROSS RECEIPTS PER RECEIPTING REC (2)	LESS: VOIDS AND OVERRINGS (3)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS	\$	\$	\$	\$	\$
HALFTIME REG. CARDS					
DOUBLE PAY CARDS					
LUCKY NUMBER/PIG/JAR (5)					
<b>SESSION TOTALS</b>	\$	\$	\$	\$	\$

LUCKY NUMBER/PIG/JAR TYPE GAMES (4)

BEGINNING BALANCE.....

\$

ADD: INCREASES (5).....

LESS: PAYOUTS (6).....

ENDING BALANCE (7).....

\$

ADD: BEGINNING WORKING BANK .....

+

ADD: PRIZES PAID WITH CHECK OR MERCHANDISE.....

+

SUBTOTAL: EXPECTED CASH -- PER RECORDS .....

ADJUSTMENTS: CASH OVER OR (SHORT) (8).....

+/-

ACTUAL CASH: PER COUNT .....

LESS: ENDING WORKING BANK (9) .....

EQUALS: CASH DEPOSIT REQUIRED (10).....

\$

PREPARED BY (11): \_\_\_\_\_

DATE: \_\_\_\_\_

PREPARED BY (11): \_\_\_\_\_

DATE: \_\_\_\_\_

\* \* \* INSTRUCTIONS \* \* \*

**BINGO SESSION SUMMARY – CASH CONTROL RECORD  
A – C FORMAT**

**NOTE:** THIS RECORD MUST BE COMPLETED IMMEDIATELY FOLLOWING THE END OF EACH SESSION. REFER TO WAC 230-08-080; WAC 230-12-020; WAC 230-20-101; AND WAC 230-20-102 FOR SPECIFIC REQUIREMENTS.

- (1) AN ENTRY MUST BE MADE FOR EACH SEPARATE TYPE OF SALE. A SEPARATE TYPE OF SALE IS DETERMINED BY A SIGNIFICANT CHANGE IN EITHER THE CARD PRICE OR THE PRIZE BEING OFFERED. EXAMPLES ARE "DOUBLE PAY", SPECIALS, HALFTIME SALES, PACKET SALES AND INDIVIDUAL THROWAWAY GAMES.
- (2) GROSS GAMBLING RECEIPTS FROM RECEIPTING RECORDS (CASH REGISTER, DISPOSABLE CARDS, TICKETS, ETC.), BEFORE ANY ADJUSTMENTS.
- (3) THIS COLUMN IS TO BE USED ONLY TO RECORD AUTHORIZED VOIDS AND CASH REGISTER OVERRINGS. CASH OVER/SHORT IS NOT TO BE REPORTED ON THIS LINE. NOTE: ALL CASH REGISTER TAPES NOT ISSUED TO CUSTOMERS (I.E., "NO SALE", VOIDS, OVERRINGS, "X" OR "Z" TOTALS, ETC.) **MUST** BE RETAINED WITH THESE RECORDS.
- (4) OPERATORS THAT SET ASIDE SMALL PRIZE AMOUNTS INTO A "JAR" FUND AND RECORD THEM AS PAID, AS AUTHORIZED BY WAC 230-080-080, MUST COMPLETE THIS RECONCILIATION. THE TOTAL OF ALL PRIZE FUNDS MAY NOT EXCEED \$200. FOR AMOUNTS IN EXCESS OF \$200, ACCRUAL FORMAT FORM MUST BE USED.
- (5) THIS IS THE AMOUNT OF PRIZES WITHHELD FROM DEPOSIT EACH SESSION. THIS AMOUNT MUST ALSO BE ENTERED ABOVE ON THE "LUCKY NUMBER/PIG/JAR" LINE. **DO NOT** COMPLETE A PRIZE RECEIPT FOR THIS AMOUNT.
- (6) MAKE AN ENTRY ONLY WHEN A PRIZE IS AWARDED TO A WINNER. **DO NOT** INCLUDE IN THE "PRIZE PAYOUT" COLUMN. **DO** COMPLETE A PRIZE RECEIPT.
- (7) THIS IS THE ACTUAL CASH YOU SHOULD HAVE ON HAND TO PAY THIS PRIZE. THIS AMOUNT MAY NOT EXCEED \$200. PROPER CONTROL MUST BE MAINTAINED OVER THESE FUNDS.
- (8) THE DIFFERENCE BETWEEN "EXPECTED CASH--PER RECORDS" AND "ACTUAL CASH -- PER COUNT". CASH OVER/SHORT CANNOT BE DETERMINED BEFORE ACTUAL CASH IS COUNTED. CASH OVER/SHORT AMOUNTS IN EXCESS OF \$20.00 MUST BE EXPLAINED. ANALYZE THE RECEIPTING RECORDS AND ENTER AN EXPLANATION IN THE SPACE PROVIDED. IF ADDITIONAL SPACE IS NEEDED, CONTINUE ON BACK OF RECORD.
- (9) THE ENDING WORKING BANK MUST BE EQUAL TO OR LESS THAN THE BEGINNING BANK. ALL OTHER MONIES MUST BE DEPOSITED BY SESSION.
- (10) THIS AMOUNT MUST BE SEPARATELY DEPOSITED NO LATER THAN THE SECOND BANKING DAY FOLLOWING THE SESSION. A "VALIDATED" COPY OF THE DEPOSIT SLIP MUST BE RETAINED WITH THESE RECORDS. THE DEPOSIT SLIP OR BANK RECEIPT MUST INCLUDE YOUR ACCOUNT NUMBER.
- (11) THIS RECORD MUST BE SIGNED BY BOTH THE PREPARER AND THE BINGO MANAGER RESPONSIBLE FOR THE SESSION. THE BINGO MANAGER'S SIGNATURE VERIFIES THE RECORDS HAVE BEEN REVIEWED AND ALL CASH IS ACCOUNTED FOR.

# WASHINGTON STATE GAMBLING COMMISSION

## BINGO SESSION SUMMARY -- CASH CONTROL RECORD

A - C FORMAT

**Example Form**

LICENSEE'S NAME: Our Game DATE: 1-25-XX  
 SESSION: Evening ATTENDANCE: 115 TIME ATTENDANCE TAKEN: 6:20

TYPE OF SALE (1):	GROSS RECEIPTS PER RECEIPTING REC (2)	LESS: VOIDS AND OVERRINGS (3)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS	\$ 905.00	\$	\$905.00	\$754.00	\$151.00
HALFTIME REG. CARDS	27.00		27.00	--	27.00
DOUBLE PAY CARDS	--		--	--	--
EARLYBIRD CARDS	75.00		75.00	51.00	24.00
SPECIAL #1	226.00		226.00	152.00	74.00
SPECIAL #2	223.00		223.00	202.00	21.00
LUCKY NUMBER/PIG/JAR (5)	--			6.00	<6.00>
<b>SESSION TOTALS</b>	<b>\$1456.00</b>	<b>\$</b>	<b>\$1456.00</b>	<b>\$1165.00</b>	<b>\$291.00</b>

LUCKY NUMBER/PIG/JAR TYPE GAMES (4)

BEGINNING BALANCE .....	\$54.00
ADD: INCREASES (5) .....	<u>6.00</u>
LESS: PAYOUTS (6) .....	--
ENDING BALANCE (7) .....	\$60.00

<b>ADD: BEGINNING WORKING BANK</b>	+1000.00
<b>ADD: PRIZES PAID WITH CHECK OR MERCHANDISE</b>	+100.00
<b>SUBTOTAL: EXPECTED CASH -- PER RECORDS</b>	1391.00
<b>ADJUSTMENTS: CASH OVER OR (SHORT) (8)</b>	+/- 2.00
<b>ACTUAL CASH: PER COUNT</b>	1393.00
<b>LESS: ENDING WORKING BANK (9)</b>	- 1000.00
<b>EQUALS: CASH DEPOSIT REQUIRED (10)</b>	\$393.00

PREPARED BY (11): \_\_\_\_\_ (Signature) DATE: 1/28/XX

PREPARED BY (11): \_\_\_\_\_ DATE: \_\_\_\_\_

# Bingo Monthly Summary / Check Disbursements Journal

(Example Form)

**Name:** Our Game January/20XX

Date/Check #	Payee	Check Amount	Wages	Supplies	Taxes	Utilities	Miscellaneous:	
							Account	Amount
Subtotals		\$1,506.00		\$200.00		\$50.00	Various	\$1,256.00
1/25 #1404	Local Distributor	\$822.56		\$822.56				
1/27 #1405	ABC Appliance	\$100.00					Black&White TV.	
							Bingo Prize	\$100.00
1/29 #1406	M.S. Lucky	\$100.00					Bingo Prize	\$100.00
1/31 #1407	City of X	\$526.89			\$526.89			
1/31 #1408	B Manager	\$100.00	\$100.00					
1/31 #1409	A.B. Manager	\$50.00	\$50.00					
1/31 #1410	Org. Account	\$5,000.00					Transfer of Funds	\$5,000.00
1/31 #1411	Jane Doe	\$600.00					Bingo Prize	\$600.00

<b>Month Totals</b>		\$8,805.45	(1) \$150.00	(1) \$1022.56	(1) \$526.89	(1) \$50.00		(1) \$7056.00
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**NOTE:** **Sample** format of the Standard Check Register format.  
 Monthly records are required to be maintained for all Bingo Licensees.

(1) Transfer these totals to Quarterly/Annual reports as required.

## Bingo Monthly Summary / Cash Receipts Journal

(Example Form)

<b>Name:</b>	Our Game	<b>Month/Year:</b>	January/20XX
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[illegible]

<b>Month Totals</b>	21/2658	(1) \$39933.00	75	-	(1)\$29770.80	=	(1) \$10162.20	+	\$1,190.00	(+/-)	(\$32.50)	+	\$1,000.00	\$12,319.70
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**NOTE:** **Sample** format of the Standard Cash Receipt format.  
Monthly records are required to be maintained for all Bingo Licensees.

(1) Transfer these totals to Quarterly/Annual reports as required.

# BINGO DAILY SUMMARY / TICKET RECEIPTING

Licensee's Name \_\_\_\_\_ Date: \_\_\_\_\_

Session: \_\_\_\_\_

Game: \_\_\_\_\_

Color .....						
Ending No. Sold....						
(-) Beginning No .....						
(+) Add 1 .....	+1	+1	+1	+1	+1	+1
(=) No. Issued .....						
(-) No. Returned .....						
(=) No. Sold.....						
(x) \$ Value .....						
(=) Gross Receipts .....	\$	\$	\$	\$	\$	\$

Game: \_\_\_\_\_

Color .....						
Ending No. Sold....						
(-) Beginning No .....						
(+) Add 1 .....	+1	+1	+1	+1	+1	+1
(=) No. Issued .....						
(-) No. Returned .....						
(=) No. Sold.....						
(x) \$ Value .....						
(=) Gross Receipts .....	\$	\$	\$	\$	\$	\$

Game: \_\_\_\_\_

Color .....						
Ending No. Sold....						
(-) Beginning No .....						
(+) Add 1 .....	+1	+1	+1	+1	+1	+1
(=) No. Issued .....						
(-) No. Returned .....						
(=) No. Sold.....						
(x) \$ Value .....						
(=) Gross Receipts .....	\$	\$	\$	\$	\$	\$

# BINGO TICKET LOG

Licensee's Name \_\_\_\_\_

**IMPORTANT:** All rolls must be logged in prior to the next bingo occasion. Each roll received is only logged in once.

[illegible]

(1) Each entry must be initialed by the person logging in each series.